

## Kitchen Hand

<b>DEPARTMENT/TEAM</b>	TAS Faculty – Support and Operational Staff
<b>RESPONSIBLE TO</b>	Principal
<b>DIRECT SUPERVISOR</b>	Supervisor Support Staff
<b>POSITION CLASSIFICATION</b>	General Operational Staff – Level 2
<b>CONDITIONS OF EMPLOYMENT</b>	NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement

### College Overview

St Mary Star of the Sea College is a Catholic Girls' Secondary School in the Good Samaritan tradition, which recognises and respects the dignity and individuality of each person within our multicultural community. We strive to develop each student's capabilities through a variety of high-quality learning experiences while promoting the freedom and love of learning. All members of staff have a responsibility to foster in their students and in their colleagues the rich tradition of Catholic values and education in the Good Samaritan/Benedictine tradition.

As a community of faith, Good Samaritan Education (GSE) is deeply rooted in the Benedictine spirituality gifted to us by the Congregation of the Sisters of the Good Samaritan. The Rule of Benedict, written over 1500 years ago and lived by the Sisters for over 150 years in Australia, underpins GSE's commitment to the ministry of Catholic education. This commitment is further inspired by the Parable of the Good Samaritan (Luke 10:25-27) and gives witness through the engagement of the schools with the ministries and works of the sisters.

As a member of Good Samaritan Education, St Mary Star of the Sea College continues to be guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace.

All roles within the College reflect an understanding of the policies which govern the administration and structures of College management, including Care and Protection of Students, Crisis Management and Privacy. It is an expectation that all members of staff, while acknowledging the authority and responsibility of middle management and the Executive, would work together cooperatively at all times to achieve the best outcomes for all members of this Good Samaritan College community.

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### Position Purpose

To support the efficient and effective day-to-day operation of the Food Technology and Hospitality classrooms to enable the successful delivery of school learning outcomes. This includes assisting in the collection of food supplies, preparation for cooking, and ensuring that kitchen equipment and resources are maintained in a safe, hygienic, and tidy manner.

## Accountabilities

- Undertake kitchen duties including the assembly, preparation and measurement of food items
- Ensure all food preparation areas are kept clean, sanitary and tidy
- Clean and ensure appropriate maintenance of kitchen bench tops, equipment, appliances and utensils
- General cleaning, dusting and polishing in Food Technology and Hospitality classrooms as required
- Ensure that kitchen/classroom fixtures (e.g., walls, floors, ovens) are cleaned and maintained to a high standard.
- Receive, lift, handle and store food deliveries.
- Handling, storing and distributing food items.
- Wash dishes, pots, utensils and other kitchen items
- Undertake general laundry duties
- Disposal of rubbish
- Basic inventory and stock management of required kitchen supplies
- Other general assistance duties as directed by the TAS Coordinator or Support Staff Supervisor

## Key Challenges

- Maintaining high standard of professionalism and work quality whilst working efficiently in a busy, fast-paced environment.
- Ensuring health and safety standards at all times in a commercial kitchen environment, completing routine and repetitive tasks.

## Key Relationships

- Accountable to the Principal, the Kitchen Hand reports directly to the TAS Coordinator and Support Staff Supervisor
- The Kitchen Hand is required to work collaboratively within the TAS faculty, establishing effective working relationships with teaching and support staff.
- The Kitchen Hand is required to work and interact professionally and respectfully with students.

## Essential Requirements

- Excellent communication and interpersonal skills.
- Ability to work as a positive and cooperative team member.
- Ability to work proactively and undertake repetitive, routine procedures requiring the use of some discretion.
- Ability to follow directions and manage own time effectively.
- Flexibility and commitment to the provision of a high standard of work.
- Good personal hygiene with knowledge of safety and hygiene practices and a demonstrated commitment to following applicable work, health and safety requirements.
- A certificate in Food Safety or Kitchen Operations is desirable.